

Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020012-6

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff/TR

DATE: 21 April 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 16

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMSA. OTR Vacancies - GS PositionsCommonentProfessional Clerical

Plans & Policy Staff  
 Assessment & Evaluation Staff  
 Support Staff-Hdqs. (Excludes JOT's)  
 Support Staff-  
 Basic School  
 Intelligence School  
 Language & External Training School  
 Operations School-Headquarters  
 Operations School-  
 Operations School-

25X1

B. Debriefing of

spent three hours being briefed by  
 on his recent trip. They are now prepared to discuss rotation  
 to in detail, and are working with FE/ to bring the post report  
 up to date and to secure pictures of

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25X1C. OTR Delinquent Advance Accounts

Notices of payroll deductions to liquidate delinquent advance  
 accounts, totaling \$5,370, were sent through the supervisors concerned  
 to OTR employees. In addition, delinquent account notices  
 totaling were sent to other OTR employees. The Finance Division  
 IBM Report indicated a reduction of in the number of delinquent accounts  
 during the past month and a reduction of \$24,888 in the amount of the  
 accounts.

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JOB NO. BOX NO. FLD NO. DOC. NO. 30 NO CHANGE  
 IN CLASS/ DECLASS. ACCESS CHANGED TO: TS S SECRET. JUST. 22  
 NEXT REV DATE 09 13 Dec 79 REVIEWER YTD DOC. 02  
 NO. PGS/0 CREATION DATE ORG COMP 11 OF 11 ORG CLASS S  
 REV CLASS C REV COORD. AUTH: HR 70-3

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D. Insurance

On 20 April 1955 a meeting was held to discuss the appropriateness of covering each passenger with the \$25,000 admitted liability insurance, the acceptability of the policy, and the renewal of the public liability, and property damage coverage. Present were the EFO/TR, the Corporate Counsel, and representatives from the Office of the General Counsel and the Commercial Staff. A determination on this insurance will be forthcoming after further study by the Office of the General Counsel and the Commercial Staff.

E. Renovation of Auditorium Building

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Renovation of the auditorium, Building            began on 20 April and will be completed by 25 April 1955.

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F. A&E Contracts

The three A&E contracts, totaling \$28,000, are being prepared for submission to the DDS for approval. Two of the contracts which provide for external research will be coordinated with the Special Assistant to the DCI in accordance with a recent regulation.

Before submitted for approval, all three contracts will be coordinated with the Office of the Comptroller.

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G. Summer Seminar Program Contract

The letters of agreement between the Agency and            concerning this Program are being prepared for approval by the DDCI.

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H. TSS Unit -           

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As provided in the Administrative Plan, TSS Headquarters has furnished written authorization to the            to expend up to            of TSS funds for the balance of FY-1955 in the operation of the TSS activity           

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J. Registrar Activities

1. An informal report on previous training taken by students in the tradecraft phase of the Operations Support Course was transmitted to the Chief Instructor, Ops. Support Course, on 20 April.

2. A check was made on 33 people from ISB/OTR to determine how many had attended the National Intelligence Orientation Course.

3. The OTR Monthly Report for March was distributed on 20 April.



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L. Date of Grade Machine Run

The Office of Personnel has produced for OTR eleven copies of the Date of Grade Machine Run. This will be used for the promotion panels and the Career Service Board. While somewhat more cumbersome to use than the time-in-grade lists, the runs will save the Personnel Section twelve to sixteen hours per month formerly spent in preparing the lists.

M. Assistance to [redacted]

[redacted] has prepared certain personnel information for Mr. [redacted] who will use the information in personnel planning and staffing in his position at [redacted]

N. Amendments to Table of Organization

In accordance with discussions with the Executive Officer, OTR, the Personnel Section has requested T/O change authorizations to effect: (1) the transfer of [redacted] positions from the Plans and Policy Staff to the Operations School, and (2) re-instate a Clerk-Typist position to the Personnel Office, [redacted]

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**O. Table of Organization Machine Run**

The Personnel Section has received from the Office of Personnel a complete up to date IBM Machine Run of the OTR T/O and incumbents. An edited copy of the respective portions of this Run will be forwarded to each School and Staff Chief.

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Attachment:



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